



3015 (02-09-04)

ANNUAL REPORT

OF

Name: SISTER BAY WATER & SEWER ULILITY

Principal Office: P.O. BOX 655
SISTER BAY, WI 54234-0091

For the Year Ended: DECEMBER 31, 2002

WATER, ELECTRIC, OR JOINT UTILITY
TO
PUBLIC SERVICE COMMISSION OF WISCONSIN

P.O. Box 7854
Madison, WI 53707-7854
(608) 266-3766

This form is required under Wis. Stat. § 196.07. Failure to file the form by the statutory filing date can result in the imposition of a penalty under Wis. Stat. § 196.66. The penalty which can be imposed by this section of the statutes is a forfeiture of not less than \$25 nor more than \$5,000 for each violation. Each day subsequent to the filing date constitutes a separate and distinct violation. The filed form is available to the public and personally identifiable information may be used for purposes other than those related to public utility regulation.

SIGNATURE PAGE

I MS PAM LANG of
(Person responsible for accounts)

Sister Bay Water & Sewer Utility, certify that I
(Utility Name)

am the person responsible for accounts; that I have examined the following report and, to the best of my knowledge, information and belief, it is a correct statement of the business and affairs of said utility for the period covered by the report in respect to each and every matter set forth therein.

(Signature of person responsible for accounts)

03/14/2003
(Date)

UTILITIES CLERK

(Title)

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IDENTIFICATION AND OWNERSHIP

Exact Utility Name: SISTER BAY WATER & SEWER UTILITY**Utility Address:** P.O. BOX 655

SISTER BAY, WI 54234-0091

When was utility organized? 7/11/1972**Report any change in name:****Effective Date:****Utility Web Site:**

Utility employee in charge of correspondence concerning this report:

Name: MS PAM LANG**Title:** UTILITIES CLERK**Office Address:**

P.O. BOX 655

SISTER BAY, WI 54234

Telephone: (920) 854 - 4388**Fax Number:** (920) 854 - 9637**E-mail Address:**

Individual or firm, if other than utility employee, preparing this report:

Name: MIKE KONECNY, CPA**Title:** SHAREHOLDER**Office Address:** SCHENCK SC

2200 RIVERSIDE DR

P.O. BOX 23819

GREEN BAY, WI 54305-3819

Telephone: (920) 455 - 4112**Fax Number:** (920) 436 - 7808**E-mail Address:** konecnym@schencksolutions.com

President, chairman, or head of utility commission/board or committee:

Name: MR RON KANE**Title:** VILLAGE ADMINISTRATOR**Office Address:**

P.O. BOX 655

SISTER BAY, WI 54234

Telephone: (920) 854 - 4388**Fax Number:****E-mail Address:**

Are records of utility audited by individuals or firms, other than utility employee? YES

IDENTIFICATION AND OWNERSHIP

Individual or firm, if other than utility employee, auditing utility records:

Name: MIKE KONECNY, CPA**Title:** SHAREHOLDER**Office Address:** SCHENCK SC
2200 RIVERSIDE DR
P.O. BOX 23819
GREEN BAY, WI 54305-3819**Telephone:** (920) 455 - 4112**Fax Number:** (920) 436 - 7808**E-mail Address:** konecnym@schencksolutions.com**Date of most recent audit report:** 2/19/2003**Period covered by most recent audit:** YEAR ENDING DECEMBER 31, 2002

Names and titles of utility management including manager or superintendent:

Name: MR. STEVEN JACOBSON**Title:** SUPERINTENDENT**Office Address:**
102 AUTUMN CT
P.O. BOX 91
SISTER BAY, WI 54234**Telephone:****Fax Number:****E-mail Address:**

Name of utility commission/committee: Village of Sister Bay Board

Names of members of utility commission/committee:
MR RON KANE, VILLAGE ADMINISTRATOR

Is sewer service rendered by the utility? YES**If "yes," has the municipality, by ordinance, combined the water and sewer service into a single public utility, as provided by Wis. Stat. § 66.0819 of the Wisconsin Statutes?** NO**Date of Ordinance:****Are any of the utility administrative or operational functions under contract or agreement with an outside provider for the year covered by this annual report and/or current year (i.e., operation of water or sewer treatment plant)?** NO

Provide the following information regarding the provider(s) of contract services:

IDENTIFICATION AND OWNERSHIP

Firm Name:

Contact Person:

Title:

Telephone: () - EXT

Fax Number: () -

E-mail Address:

Contract/Agreement beginning-ending dates:

Provide a brief description of the nature of Contract Operations being provided:

INCOME STATEMENT

Particulars (a)	This Year (b)	Last Year (c)	
UTILITY OPERATING INCOME			
Operating Revenues (400)	204,163	200,532	1
Operating Expenses:			
Operation and Maintenance Expense (401)	132,874	118,195	2
Depreciation Expense (403)	71,675	59,606	3
Amortization Expense (404)	0	0	4
Taxes (408)	26,960	26,470	5
Total Operating Expenses	231,509	204,271	
Net Operating Income	(27,346)	(3,739)	
Income from Utility Plant Leased to Others (412-413)	0	0	6
Utility Operating Income	(27,346)	(3,739)	
OTHER INCOME			
Income from Merchandising, Jobbing and Contract Work (415-416)	0	0	7
Nonoperating Rental Income (418)	0	0	8
Interest and Dividend Income (419)	24,686	63,380	9
Miscellaneous Nonoperating Income (421)	(205,103)	(171,849)	10
Total Other Income	(180,417)	(108,469)	
Total Income	(207,763)	(112,208)	
MISCELLANEOUS INCOME DEDUCTIONS			
Miscellaneous Amortization (425)	0	0	11
Other Income Deductions (426)	0	0	12
Total Miscellaneous Income Deductions	0	0	
Income Before Interest Charges	(207,763)	(112,208)	
INTEREST CHARGES			
Interest on Long-Term Debt (427)	94,005	102,535	13
Amortization of Debt Discount and Expense (428)	26,535	26,535	14
Amortization of Premium on Debt--Cr. (429)			15
Interest on Debt to Municipality (430)	8,271	11,139	16
Other Interest Expense (431)	0	0	17
Interest Charged to Construction--Cr. (432)			18
Total Interest Charges	128,811	140,209	
Net Income	(336,574)	(252,417)	
EARNED SURPLUS			
Unappropriated Earned Surplus (Beginning of Year) (216)	(599,282)	(313,100)	19
Balance Transferred from Income (433)	(336,574)	(252,417)	20
Miscellaneous Credits to Surplus (434)	120,037	120,037	21
Miscellaneous Debits to Surplus--Debit (435)	0	0	22
Appropriations of Surplus--Debit (436)	58,616	153,802	23
Appropriations of Income to Municipal Funds--Debit (439)	0	0	24
Total Unappropriated Earned Surplus End of Year (216)	(874,435)	(599,282)	

INCOME STATEMENT ACCOUNT DETAILS

1. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.
2. Nonregulated sewer income should be reported as Miscellaneous Nonoperating Income, Account 421.

Description of Item (a)	Amount (b)	
Revenues from Utility Plant Leased to Others (412):		
NONE		1
Total (Acct. 412):	0	
Expenses of Utility Plant Leased to Others (413):		
NONE		2
Total (Acct. 413):	0	
Nonoperating Rental Income (418):		
NONE		3
Total (Acct. 418):	0	
Interest and Dividend Income (419):		
INTEREST ON CASH AND INVESTMENTS	13,027	4
INTEREST ON SPECIAL ASSESSMENTS	11,659	5
Total (Acct. 419):	24,686	
Miscellaneous Nonoperating Income (421):		
NONREGULATED SEWER UTILITY	(281,502)	6
INTEREST SUBSIDIES FROM OTHER MUNICIPALITIES	76,399	7
Total (Acct. 421):	(205,103)	
Miscellaneous Amortization (425):		
NONE		8
Total (Acct. 425):	0	
Other Income Deductions (426):		
NONE		9
Total (Acct. 426):	0	
Miscellaneous Credits to Surplus (434):		
TAX EQUIVALENT WAIVED	23,137	10
AMORTIZATION OF CONSTRUCTION GRANT	96,900	11
Total (Acct. 434):	120,037	
Miscellaneous Debits to Surplus (435):		
NONE		12
Total (Acct. 435)--Debit:	0	
Appropriations of Surplus (436):		
Detail appropriations to (from) account 215	58,616	13
Total (Acct. 436)--Debit:	58,616	
Appropriations of Income to Municipal Funds (439):		
NONE		14
Total (Acct. 439)--Debit:	0	

INCOME FROM MERCHANDISING, JOBBING & CONTRACT WORK (ACCTS. 415-416)

Particulars (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
Revenues (account 415)					0	1
Costs and Expenses of Merchandising, Jobbing and Contract Work (416):						
Cost of merchandise sold					0	2
Payroll					0	3
Materials					0	4
Taxes					0	5
Other (list by major classes):					0	6
Total costs and expenses	0	0	0	0	0	
Net income (or loss)	0	0	0	0	0	

REVENUES SUBJECT TO WISCONSIN REMAINDER ASSESSMENT

1. Report data necessary to calculate revenue subject to Wisconsin remainder assessment pursuant to Wis. Stat. § 196.85(2) and Wis. Admin. Code Ch. PSC 5.
2. If the sewer department is not regulated by the PSC, do not report sewer department data in column (d).

Description (a)	Water Utility (b)	Electric Utility (c)	Sewer Utility (Regulated Only) (d)	Gas Utility (e)	Total (f)	
Total operating revenues	204,163	0	0	0	204,163	1
Less: interdepartmental sales	0		0	0	0	2
Less: interdepartmental rents					0	3
Less: return on net investment in meters charged to regulated sewer department. (Do not report if nonregulated sewer.)	0				0	4
Less: uncollectibles directly expensed as reported in water acct. 904 (690 class D), sewer acct. 843, and electric acct. 904 (590 class D) -or- Net write-offs when Accumulated Provision for Uncollectible Accounts (acct. 144) is maintained					0	5
Other Increases or (Decreases) to Operating Revenues - Specify:					0	6
Revenues subject to Wisconsin Remainder Assessment	204,163	0	0	0	204,163	

BALANCE SHEET

Assets and Other Debits (a)	Balance End of Year (b)	Balance First of Year (c)	
UTILITY PLANT			
Utility Plant (100)	3,643,527	3,615,209	1
Less: Accumulated Provision for Depreciation and Amortization of Utility Plant (110)	691,995	618,057	2
Net Utility Plant	2,951,532	2,997,152	
OTHER PROPERTY AND INVESTMENTS			
Nonutility Property (121)	9,004,717	8,992,860	3
Less: Accumulated Provision for Depreciation and Amortization of Nonutility Property (122)	3,494,639	3,222,984	4
Net Nonutility Property	5,510,078	5,769,876	
Investment in Municipality (123)	0	0	5
Other Investments (124)	172,494	245,887	6
Special Funds (125)	810,144	788,637	7
Total Other Property and Investments	6,492,716	6,804,400	
CURRENT AND ACCRUED ASSETS			
Cash and Working Funds (131)	41,505	34,393	8
Temporary Cash Investments (132)	578,216	575,481	9
Notes Receivable (141)	0	0	10
Customer Accounts Receivable (142)	34,188	33,891	11
Other Accounts Receivable (143)	65,491	64,889	12
Accumulated Provision for Uncollectible Accounts- -Cr. (144)	0	0	13
Receivables from Municipality (145)	78,029	59,148	14
Materials and Supplies (150)	11,908	12,441	15
Prepayments (165)	0	0	16
Other Current and Accrued Assets (170)			17
Total Current and Accrued Assets	809,337	780,243	
DEFERRED DEBITS			
Unamortized Debt Discount and Expense (181)	159,213	185,748	18
Extraordinary Property Losses (182)	0	0	19
Other Deferred Debits (183)	0	0	20
Total Deferred Debits	159,213	185,748	
Total Assets and Other Debits	10,412,798	10,767,543	

BALANCE SHEET

Liabilities and Other Credits (a)	Balance End of Year (b)	Balance First of Year (c)	
PROPRIETARY CAPITAL			
Capital Paid in by Municipality (200)	1,166,480	1,065,017	21
Appropriated Earned Surplus (215)	475,422	416,806	22
Unappropriated Earned Surplus (216)	(874,435)	(599,282)	23
Total Proprietary Capital	767,467	882,541	
LONG-TERM DEBT			
Bonds (221)	1,400,000	1,565,000	24
Advances from Municipality (223)	150,000	180,000	25
Other long-Term Debt (224)	319,000	349,000	26
Total Long-Term Debt	1,869,000	2,094,000	
CURRENT AND ACCRUED LIABILITIES			
Notes Payable (231)	0	0	27
Accounts Payable (232)	9,240	47,046	28
Payables to Municipality (233)	0	0	29
Customer Deposits (235)			30
Taxes Accrued (236)	0	0	31
Interest Accrued (237)	13,307	15,167	32
Other Current and Accrued Liabilities (238)			33
Total Current and Accrued Liabilities	22,547	62,213	
DEFERRED CREDITS			
Unamortized Premium on Debt (251)	0	0	34
Customer Advances for Construction (252)			35
Other Deferred Credits (253)	36,896	38,574	36
Total Deferred Credits	36,896	38,574	
OPERATING RESERVES			
Miscellaneous Operating Reserves (265)			37
Total Operating Reserves	0	0	
CONTRIBUTIONS IN AID OF CONSTRUCTION			
Contributions in Aid of Construction (271)	7,716,888	7,690,215	38
Total Liabilities and Other Credits	10,412,798	10,767,543	

NET UTILITY PLANT

Report utility plant accounts and related accumulated provisions for depreciation and amortization after allocation of common plant accounts and related provisions for depreciation and amortization to utility departments as of December 31.

Particulars (a)	Water (b)	Sewer (c)	Gas (d)	Electric (e)	
Plant Accounts:					
Utility Plant in Service (100)	3,643,527	0	0	0	1
Utility Plant Purchased or Sold (391)					2
Utility Plant in Process of Reclassification (392)					3
Utility Plant Leased to Others (393)					4
Property Held for Future Use (394)					5
Construction Work in Progress (395)					6
Utility Plant Acquisition Adjustments (396)					7
Other Utility Plant Adjustments (397)					8
Total Utility Plant	3,643,527	0	0	0	
Accumulated Provision for Depreciation and Amortization:					
Accumulated Provision for Depreciation of Utility Plant in Service (110)	691,995	0	0	0	9
Total Accumulated Provision	691,995	0	0	0	
Net Utility Plant	2,951,532	0	0	0	

ACCUMULATED PROVISION FOR DEPRECIATION AND AMORTIZATION OF UTILITY PLANT (ACCT. 110)

Depreciation Accruals (Credits) during the year:

1. Report the amounts charged in the operating sections to Depreciation Expense (403).
2. If sewer operations are nonregulated, do not report sewer depreciation on this schedule.
3. Report the Depreciation Expense on Meters charged to sewer operations as an addition in the Water column.
If the sewer is also a regulated utility by the PSC, report an equal amount as a reduction in the Sewer column.
4. Report all other accruals charged to other accounts, such as to clearing accounts.

Particulars (a)	Water (b)	(c)	(d)	(e)	Total (f)	
Balance first of year	618,057				618,057	1
Credits During Year						2
Accruals:						3
Charged depreciation expense (403)	71,675				71,675	4
Depreciation expense on meters						5
charged to sewer (see Note 3)	2,263				2,263	6
Accruals charged other						7
accounts (specify):						8
					0	9
Salvage	136				136	10
Other credits (specify):						11
					0	12
Total credits	74,074	0	0	0	74,074	13
Debits during year						14
Book cost of plant retired	136				136	15
Cost of removal					0	16
Other debits (specify):						17
					0	18
Total debits	136	0	0	0	136	19
Balance End of Year	691,995	0	0	0	691,995	20
Composite Depreciation Rate?	No					21
If yes, what is the rate?						22

NET NONUTILITY PROPERTY (ACCTS. 121 & 122)

1. Report separately each item of property with a book cost of \$5,000 or more included in account 121.
2. Other items may be grouped by classes of property.
3. Describe in detail any investment in sewer department carried in this account.

Description (a)	Balance First of Year (b)	Additions During Year (c)	Deductions During Year (d)	Balance End of Year (e)	
Nonregulated sewer plant	8,992,860	11,857		9,004,717	1
Other (specify):					
Construction work in progress	0			0	2
Total Nonutility Property (121)	8,992,860	11,857	0	9,004,717	
Less accum. prov. depr. & amort. (122)	3,222,984	271,655		3,494,639	3
Net Nonutility Property	5,769,876	(259,798)	0	5,510,078	

ACCUMULATED PROVISION FOR UNCOLLECTIBLE ACCOUNTS-CR. (ACCT. 144)

Particulars (a)	Amount (b)	
Balance first of year	0	1
Additions:		
Provision for uncollectibles during year		2
Collection of accounts previously written off: Utility Customers		3
Collection of accounts previously written off: Others		4
Total Additions	<u>0</u>	
Deductions:		
Accounts written off during the year: Utility Customers		5
Accounts written off during the year: Others		6
Total accounts written off	<u>0</u>	
Balance end of year	<u><u>0</u></u>	

MATERIALS AND SUPPLIES

Account (a)	Generation (b)	Transmission (c)	Distribution (d)	Other (e)	Total End of Year (f)	Amount Prior Year (g)	
Electric Utility							
Fuel for generation					0	0	1
Other					0	0	2
Total Electric Utility					0	0	

Account	Total End of Year	Amount Prior Year	
Electric utility total	0	0	1
Water utility	11,908	12,441	2
Sewer utility		0	3
Gas utility		0	4
Merchandise		0	5
Other materials & supplies		0	6
Total Materials and Supplies	11,908	12,441	

UNAMORTIZED DEBT DISCOUNT & EXPENSE & PREMIUM ON DEBT (ACCTS. 181 AND 251)

Report net discount and expense or premium separately for each security issue.

Debt Issue to Which Related (a)	Written Off During Year		Balance End of Year (d)	
	Amount (b)	Account Charged or Credited (c)		
Unamortized debt discount & expense (181)				
Bond Discount	26,535	428	159,213	1
Total			159,213	
Unamortized premium on debt (251)				
NONE				2
Total			0	

CAPITAL PAID IN BY MUNICIPALITY (ACCT. 200)

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D, sewer and privates) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Amount (b)	
Balance first of year	1,065,017	1
Changes during year (explain):		
VILLAGE OF SISTER BAY CONTRIBUTION TOWARD DEBT PAYMENTS	101,463	2
Balance end of year	1,166,480	

BONDS (ACCT. 221)

1. Report hereunder information required for each separate issue of bonds.
2. If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.
3. Proceeds advanced by the municipality from sale of general obligation bonds, if repayable by utility, should be included in account 223.

Description of Issue (a)	Date of Issue (b)	Final Maturity Date (c)	Interest Rate (d)	Principal Amount End of Year (e)	
Refunding bonds	02/01/1994	11/01/2009	4.90%	1,400,000	1
Total Bonds (Account 221):				1,400,000	

NOTES PAYABLE & MISCELLANEOUS LONG-TERM DEBT

1. Report each class of debt included in Accounts 223, 224 and 231.
2. Proceeds of general obligation issues, if subject to repayment by the utility, should be included in Account 223.
3. If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.

Account and Description of Obligation (a and b)	Date of Issue (c)	Final Maturity Date (d)	Interest Rate (e)	Principal Amount End of Year (f)	
Advances (223)					
Baylake Bank - Note Payable	10/27/1997	10/27/2002	4.90%	150,000	1
Total for Account 223				150,000	
Other Long-Term Debt (224)					
BAYLAKE BANK - NOTE PAYABLE	12/15/2000	12/15/2003	5.42%	319,000	2
Total for Account 224				319,000	

TAXES ACCRUED (ACCT. 236)

Particulars (a)	Amount (b)	
Balance first of year	0	1
Accruals:		
Charged water department expense	26,960	2
Charged electric department expense		3
Charged sewer department expense		4
Other (explain):		
NONE		5
Total Accruals and other credits	26,960	
Taxes paid during year:		
County, state and local taxes	23,137	6
Social Security taxes	3,622	7
PSC Remainder Assessment	201	8
Other (explain):		
NONE		9
Total payments and other debits	26,960	
Balance end of year	0	

INTEREST ACCRUED (ACCT. 237)

1. Report below interest accrued on each utility obligation.
2. Report Customer Deposits under Account 231.

Description of Issue (a)	Interest Accrued Balance First of Year (b)	Interest Accrued During Year (c)	Interest Paid During Year (d)	Interest Accrued Balance End of Year (e)	
Bonds (221)					
WWTP Mortg Rev Bonds	0			0	1
Rev Refunding bonds	12,733	75,163	76,400	11,496	2
Subtotal	12,733	75,163	76,400	11,496	
Advances from Municipality (223)					
State Trust fund loan	0			0	3
Note Payable - Baylake Bank	1,592	8,271	8,820	1,043	4
Subtotal	1,592	8,271	8,820	1,043	
Other long-Term Debt (224)					
NOTE PAYABLE - BAYLAKE STATE BANK	842	18,842	18,916	768	5
Subtotal	842	18,842	18,916	768	
Notes Payable (231)					
NONE	0			0	6
Subtotal	0	0	0	0	
Total	15,167	102,276	104,136	13,307	

CONTRIBUTIONS IN AID OF CONSTRUCTION (ACCOUNT 271)

Particulars (a)	Water (b)	Electric		Sewer (e)	Gas (f)	Total (g)	
		Distribution (c)	Other (d)				
Balance First of Year	1,966,346	0	0	5,723,869	0	7,690,215	1
Add credits during year:							
For Services	1,750					1,750	2
For Mains	30,960					30,960	3
Other (specify):							
OTHER MUNICIPALITIES				63,538		63,538	4
COLLECTION SERVICE				1,450		1,450	5
CONNECTION CHARGES				25,875		25,875	6
Deduct charges (specify):							
AMORTIZATION				96,900		96,900	7
Balance End of Year	1,999,056	0	0	5,717,832	0	7,716,888	
Amount of federal and state grants in aid received for utility construction included in End of Year totals						0	8

BALANCE SHEET END-OF-YEAR ACCOUNT BALANCES

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Balance End of Year (b)	
Investment in Municipality (123):		
NONE		1
Total (Acct. 123):	0	
Other Investments (124):		
SPECIAL ASSESSMENTS	172,494	2
Total (Acct. 124):	172,494	
Special Funds (125):		
RESTRICTED CASH AND INVESTMENTS	810,144	3
Total (Acct. 125):	810,144	
Notes Receivable (141):		
NONE		4
Total (Acct. 141):	0	
Customer Accounts Receivable (142):		
Water	34,188	5
Electric		6
Sewer (Regulated)		7
Other (specify):		
NONE		8
Total (Acct. 142):	34,188	
Other Accounts Receivable (143):		
Sewer (Non-regulated)	53,265	9
Merchandising, jobbing and contract work		10
Other (specify):		
HOLDING TANKS AND MISCELLANEOUS	12,226	11
Total (Acct. 143):	65,491	
Receivables from Municipality (145):		
SPECIAL ASSESSMENTS AND DELINQUENT UTILITY BILLS ON TAX ROLL	23,245	12
AMOUNT DUE FOR DEBT REPAYMENT	46,281	13
AMOUNT FOR AUDIT FEE	6,000	14
MISCELLANEOUS	2,503	15
Total (Acct. 145):	78,029	
Prepayments (165):		
NONE		16
Total (Acct. 165):	0	
Extraordinary Property Losses (182):		
NONE		17
Total (Acct. 182):	0	

BALANCE SHEET END-OF-YEAR ACCOUNT BALANCES

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Balance End of Year (b)	
Other Deferred Debits (183):		
NONE		18
Total (Acct. 183):	0	
Payables to Municipality (233):		
NONE		19
Total (Acct. 233):	0	
Other Deferred Credits (253):		
AMOUNT HELD FROM VARIOUS MUNICIPALITIES FOR FUTURE DEBT PAYMENTS	36,896	20
Total (Acct. 253):	36,896	

RETURN ON RATE BASE COMPUTATION

1. The data used in calculating rate base are averages.
2. Calculate those averages by summing the first-of-year and the end-of-year figures for each account and then dividing the sum by two.
3. Note: Do not include property held for future use or construction work in progress with utility plant in service. These are not rate base components.

Average Rate Base (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
Add Average:						
Utility Plant in Service	3,629,368	0	0	0	3,629,368	1
Materials and Supplies	12,174	0	0	0	12,174	2
Other (specify):					0	3
Less Average:						
Reserve for Depreciation	655,026	0	0	0	655,026	4
Customer Advances for Construction					0	5
Contributions in Aid of Construction	1,982,701	0	0	0	1,982,701	6
Other (specify):					0	7
Average Net Rate Base	1,003,815	0	0	0	1,003,815	
Net Operating Income	(27,346)	0	0	0	(27,346)	8
Net Operating Income as a percent of						
Average Net Rate Base	-2.72%	N/A	N/A	N/A	-2.72%	

RETURN ON PROPRIETARY CAPITAL COMPUTATION

1. The data used in calculating proprietary capital are averages.
2. Calculate those averages by summing the first-of-year and end-of-year figures for each account and then dividing by two.

Description (a)	Amount (b)	
Average Proprietary Capital		
Capital Paid in by Municipality	1,115,748	1
Appropriated Earned Surplus	446,114	2
Unappropriated Earned Surplus	(736,858)	3
Other (Specify):		4
Total Average Proprietary Capital	825,004	
Net Income		
Net Income	(336,574)	5
Percent Return on Proprietary Capital	-40.80%	

IMPORTANT CHANGES DURING THE YEAR

Report changes of any of the following types:

1. Acquisitions.

2. Leaseholder changes.

3. Extensions of service.

4. Estimated changes in revenues due to rate changes.

5. Obligations incurred or assumed, excluding commercial paper.

6. Formal proceedings with the Public Service Commission.

7. Any additional matters.

FINANCIAL SECTION FOOTNOTES

Contributions in Aid of Construction (Account 271) (Page F-17)

Water Main contributions were reimbursements for work completed and added in 2001.

Identification and Ownership - Contacts (Page iv)

September 24, 2003

Ms. Pam Lang, Utilities Clerk
Sister Bay Water and Sewer Utility
P.O. Box 655
Sister Bay, WI 54234-0655

2002 Analytical Review DWCCA-5500-ELE

Dear Ms. Lang:

The Public Service Commission (Commission) staff has completed its analytical review of your utility's 2002 annual report. The primary purpose of our analytical review is to detect possible accounting related errors and to identify significant fluctuations from prior year's data, which are not sufficiently explained in the footnotes of your annual report. We have no questions only the following comments:

1. On Page F-2, an amount is reported in Account 434 described as "AMORTIZATION OF CONSTRUCTION GRANT". In the future, this amount is more appropriately reported in Account 421, Miscellaneous Nonoperating Income.
2. On Page W-17, a 2-inch residential meter is reported. A warning to this schedule asks for an explanation of any meters 2-inches and larger which are classified as residential. A footnote to this schedule indicates that this meter is correctly classified as residential. Therefore, in the future, please explain its purpose, i.e. large private home, for private swimming pool, etc.

In addition, you may receive additional inquiries from our office regarding your annual report during a rate case, construction authorization, or other Commission reviews.

Thank you for your efforts in preparing your 2002 annual report. We are closing the review of your 2002 annual report. . If you have any questions, please feel free to contact me at (608) 266-3768 or by e-mail at elaine.engelke@psc.state.wi.us.

Sincerely,

Elaine Engelke
Financial Specialist
Division of Water, Compliance, and Consumer Affairs

WATER OPERATING REVENUES & EXPENSES

Particulars (a)	Amounts (b)	
Operating Revenues		
Sales of Water		
Sales of Water (460-467)	191,517	1
Total Sales of Water	191,517	
Other Operating Revenues		
Forfeited Discounts (470)	406	2
Other Water Revenues (474)	12,240	3
Amortization of Construction Grants (475)	0	4
Total Other Operating Revenues	12,646	
Total Operating Revenues	204,163	
Operation and Maintenance Expenses		
Plant Operation and Maintenance Expenses (600-660)	84,287	5
General Operating Expenses (680-690)	48,587	6
Total Operation and Maintenance Expenses	132,874	
Other Operating Expenses		
Depreciation Expense (403)	71,675	7
Amortization Expense (404)		8
Taxes (408)	26,960	9
Total Other Operating Expenses	98,635	
Total Operating Expenses	231,509	
NET OPERATING INCOME	(27,346)	

WATER OPERATING REVENUES - SALES OF WATER

1. Where customer meters record cubic feet, multiply by 7.48 to obtain number of gallons.
2. Report estimated gallons for unmetered sales.
3. Sales to multiple dwelling buildings through a single meter serving 3 or more family units should be classified commercial.
4. Account 460, Unmetered Sales to General Customers - Gallons of Water Sold should not include in any way quantity of water, i.e. metered, or measured by tank or pool volume. The quantity should be estimated based on size of pipe, flow, foot of frontage, etc. Bulk water sales should be Account 460 if the quantity is estimated and should be Account 461 if metered or measured by volume. Water related to construction should be a measured sale of water (either Account 461 or Account 464).
5. Other accounts: see application Help files for details.

Particulars (a)	Average No. Customers (b)	Thousands of Gallons of Water Sold (c)	Amounts (d)	
Operating Revenues				
Sales of Water				
Unmetered Sales to General Customers (460)				
Residential				1
Commercial				2
Industrial				3
Total Unmetered Sales to General Customers (460)	0	0	0	
Metered Sales to General Customers (461)				
Residential	703	22,529	83,327	4
Commercial	177	32,258	57,668	5
Industrial				6
Total Metered Sales to General Customers (461)	880	54,787	140,995	
Private Fire Protection Service (462)	1		1,532	7
Public Fire Protection Service (463)	2		40,107	8
Other Sales to Public Authorities (464)	13	8,502	8,883	9
Sales to Irrigation Customers (465)				10
Sales for Resale (466)		0	0	11
Interdepartmental Sales (467)				12
Total Sales of Water	896	63,289	191,517	

SALES FOR RESALE (ACCT. 466)

Use a separate line for each delivery point.

Customer Name (a)	Point of Delivery (b)	Thousands of Gallons Sold (c)	Revenues (d)
------------------------------------	--	--	-------------------------------

NONE

OTHER OPERATING REVENUES (WATER)

1. Report revenues relating to each account and fully describe each item using other than the account title.
2. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D and privates) and all other lesser amounts grouped as Miscellaneous.
3. For a combined utility which also provides sewer service that is based upon water readings, report the return on net investment in meters charged to sewer department in Other Water Revenues (474).

Particulars (a)	Amount (b)	
Public Fire Protection Service (463):		
Amount billed (usually per rate schedule F-1 or Fd-1)	37,084	1
Wholesale fire protection billed	3,023	2
Amount billed for fighting fires outside utility's service areas (usually per rate schedule F-2 or BW-1)		3
Other (specify):		
NONE		4
Total Public Fire Protection Service (463)	40,107	
Forfeited Discounts (470):		
Customer late payment charges	406	5
Other (specify):		
NONE		6
Total Forfeited Discounts (470)	406	
Other Water Revenues (474):		
Return on net investment in meters charged to sewer department	1,731	7
Other (specify):		
ADMIN CHARGE TO LIBERTY GROVE SANITARY DISTRICT	1,998	8
LABOR CHARGED TO LIBERTY GROVE SANITARY DISTRICT	5,125	9
RECONNECT CHARGES	2,587	10
MISCELLANEOUS	799	11
Total Other Water Revenues (474)	12,240	
Amortization of Construction Grants (475):		
NONE		12
Total Amortization of Construction Grants (475)	0	

WATER OPERATION & MAINTENANCE EXPENSES

Each expense account that has an increase or a decrease when compared to the previous year of greater than 30 percent, but not less than \$2,000, shall be fully explained in the schedule footnotes.

Particulars (a)	Amount (b)	
PLANT OPERATION AND MAINTENANCE EXPENSES		
Salaries and Wages (600)	41,985	1
Purchased Water (610)		2
Fuel or Power Purchased for Pumping (620)	13,222	3
Chemicals (630)		4
Supplies and Expenses (640)	12,484	5
Repairs of Water Plant (650)	14,337	6
Transportation Expenses (660)	2,259	7
Total Plant Operation and Maintenance Expenses	84,287	
GENERAL OPERATING EXPENSES		
Administrative and General Salaries (680)	5,010	8
Office Supplies and Expenses (681)	7,885	9
Outside Services Employed (682)	3,923	10
Insurance Expense (684)	5,306	11
Employees Pensions and Benefits (686)	22,917	12
Regulatory Commission Expenses (688)		13
Miscellaneous General Expenses (689)	3,546	14
Uncollectible Accounts (690)		15
Total General Operating Expenses	48,587	
Total Operation and Maintenance Expenses	132,874	

TAXES (ACCT. 408 - WATER)

When allocation of taxes is made between departments, explain method used.
--

Description of Tax (a)	Method Used to Allocate Between Departments (b)	Amount (c)	
Property Tax Equivalent		23,137	1
Less: Local and School Tax Equivalent on Meters Charged to Sewer Department			2
Net property tax equivalent		23,137	
Social Security		3,622	3
PSC Remainder Assessment		201	4
Other (specify): NONE			5
Total tax expense		26,960	

PROPERTY TAX EQUIVALENT (WATER)

1. No property tax equivalent shall be determined for sewer utilities or town sanitary district water utilities.
2. Tax rates are those issued in November (usually) of the year being reported and are available from the municipal treasurer. Report the tax rates in mills to six (6) decimal places.
3. The assessment ratio is available from the municipal treasurer. Report the ratio as a decimal to six (6) places.
4. The utility plant balance first of year should include the gross book values of plant in service, property held for future use and construction work in progress.
5. An "other tax rate" is included in the "Net Local and School Tax Rate Calculation" to the extent that it is local. An example is a local library tax. Fully explain the rate in the Property Tax Equivalent schedule footnotes.
6. The Property Tax Equivalent to be reported for the year is determined pursuant to Wis. Stat § 66.0811(2). Report the higher of the current year calculation or the tax equivalent reported in the 1994 PSC annual report, unless, the municipality has authorized a lower amount, then that amount is reported as the property tax equivalent.
7. If the municipality has authorized a lower amount, the authorization description and date of the authorization must be reported in the Property Tax Equivalent schedule footnotes.

Particulars (a)	Units (b)	Total (c)	County A (d)	County B (e)	County C (f)	County D (g)	
County name			Door				1
SUMMARY OF TAX RATES							2
State tax rate	mills		0.215151				3
County tax rate	mills		4.485309				4
Local tax rate	mills		4.396055				5
School tax rate	mills		2.997272				6
Voc. school tax rate	mills		1.739482				7
Other tax rate - Local	mills		0.000000				8
Other tax rate - Non-Local	mills		0.000000				9
Total tax rate	mills		13.833269				10
Less: state credit	mills		0.464406				11
Net tax rate	mills		13.368863				12
PROPERTY TAX EQUIVALENT CALCULATION							13
Local Tax Rate	mills		4.396055				14
Combined School Tax Rate	mills		4.736754				15
Other Tax Rate - Local	mills		0.000000				16
Total Local & School Tax	mills		9.132809				17
Total Tax Rate	mills		13.833269				18
Ratio of Local and School Tax to Total	dec.		0.660206				19
Total tax net of state credit	mills		13.368863				20
Net Local and School Tax Rate	mills		8.826205				21
Utility Plant, Jan. 1	\$	3,615,209	3,615,209				22
Materials & Supplies	\$	12,441	12,441				23
Subtotal	\$	3,627,650	3,627,650				24
Less: Plant Outside Limits	\$	0	0				25
Taxable Assets	\$	3,627,650	3,627,650				26
Assessment Ratio	dec.		0.929834				27
Assessed Value	\$	3,373,112	3,373,112				28
Net Local & School Rate	mills		8.826205				29
Tax Equiv. Computed for Current Year	\$	29,772	29,772				30
Tax Equivalent per 1994 PSC Report	\$	23,137					31
Any lower tax equivalent as authorized by municipality (see note 6)	\$	23,137					32
Tax equiv. for current year (see note 6)	\$	23,137					34

WATER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$10,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts other than account 372.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
INTANGIBLE PLANT			
Organization (301)	500		1
Franchises and Consents (302)	0		2
Miscellaneous Intangible Plant (303)	0		3
Total Intangible Plant	500	0	
SOURCE OF SUPPLY PLANT			
Land and Land Rights (310)	0		4
Structures and Improvements (311)	0		5
Collecting and Impounding Reservoirs (312)	0		6
Lake, River and Other Intakes (313)	0		7
Wells and Springs (314)	527,730		8
Infiltration Galleries and Tunnels (315)	0		9
Supply Mains (316)	0		10
Other Water Source Plant (317)	0		11
Total Source of Supply Plant	527,730	0	
PUMPING PLANT			
Land and Land Rights (320)	3,000		12
Structures and Improvements (321)	60,231	4,846	13
Boiler Plant Equipment (322)	0		14
Other Power Production Equipment (323)	0		15
Steam Pumping Equipment (324)	0		16
Electric Pumping Equipment (325)	55,543		17
Diesel Pumping Equipment (326)	0		18
Hydraulic Pumping Equipment (327)	0		19
Other Pumping Equipment (328)	6,682		20
Total Pumping Plant	125,456	4,846	
WATER TREATMENT PLANT			
Land and Land Rights (330)	0		21
Structures and Improvements (331)	0		22
Water Treatment Equipment (332)	21,437		23
Total Water Treatment Plant	21,437	0	
TRANSMISSION AND DISTRIBUTION PLANT			
Land and Land Rights (340)	500		24
Structures and Improvements (341)	0		25

WATER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
INTANGIBLE PLANT				
Organization (301)			500	1
Franchises and Consents (302)			0	2
Miscellaneous Intangible Plant (303)			0	3
Total Intangible Plant	0	0	500	
SOURCE OF SUPPLY PLANT				
Land and Land Rights (310)			0	4
Structures and Improvements (311)			0	5
Collecting and Impounding Reservoirs (312)			0	6
Lake, River and Other Intakes (313)			0	7
Wells and Springs (314)		(394,811)	132,919	8
Infiltration Galleries and Tunnels (315)			0	9
Supply Mains (316)			0	10
Other Water Source Plant (317)			0	11
Total Source of Supply Plant	0	(394,811)	132,919	
PUMPING PLANT				
Land and Land Rights (320)			3,000	12
Structures and Improvements (321)		169,862	234,939	13
Boiler Plant Equipment (322)			0	14
Other Power Production Equipment (323)			0	15
Steam Pumping Equipment (324)			0	16
Electric Pumping Equipment (325)		145,752	201,295	17
Diesel Pumping Equipment (326)			0	18
Hydraulic Pumping Equipment (327)			0	19
Other Pumping Equipment (328)		61,711	68,393	20
Total Pumping Plant	0	377,325	507,627	
WATER TREATMENT PLANT				
Land and Land Rights (330)			0	21
Structures and Improvements (331)			0	22
Water Treatment Equipment (332)			21,437	23
Total Water Treatment Plant	0	0	21,437	
TRANSMISSION AND DISTRIBUTION PLANT				
Land and Land Rights (340)			500	24
Structures and Improvements (341)			0	25

WATER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$10,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts other than account 372.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
TRANSMISSION AND DISTRIBUTION PLANT			
Distribution Reservoirs and Standpipes (342)	501,909		26
Transmission and Distribution Mains (343)	1,852,043		27
Fire Mains (344)	0		28
Services (345)	236,922	1,750	29
Meters (346)	75,039	1,043	30
Hydrants (348)	185,762		31
Other Transmission and Distribution Plant (349)	0		32
Total Transmission and Distribution Plant	2,852,175	2,793	
GENERAL PLANT			
Land and Land Rights (370)	0		33
Structures and Improvements (371)	0		34
Office Furniture and Equipment (372)	1,160		35
Computer Equipment (372.1)	46,268		36
Transportation Equipment (373)	38,593	20,815	37
Other General Equipment (379)	1,890		38
Other Tangible Property (390)	0		39
Total General Plant	87,911	20,815	
Total utility plant in service directly assignable	3,615,209	28,454	
Common Utility Plant Allocated to Water Department	0		40
Total utility plant in service	3,615,209	28,454	

WATER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
TRANSMISSION AND DISTRIBUTION PLANT				
Distribution Reservoirs and Standpipes (342)			501,909	26
Transmission and Distribution Mains (343)		15,507	1,867,550	27
Fire Mains (344)			0	28
Services (345)			238,672	29
Meters (346)	136	(59)	75,887	30
Hydrants (348)		59	185,821	31
Other Transmission and Distribution Plant (349)			0	32
Total Transmission and Distribution Plant	136	15,507	2,870,339	
GENERAL PLANT				
Land and Land Rights (370)			0	33
Structures and Improvements (371)			0	34
Office Furniture and Equipment (372)			1,160	35
Computer Equipment (372.1)			46,268	36
Transportation Equipment (373)			59,408	37
Other General Equipment (379)		1,979	3,869	38
Other Tangible Property (390)			0	39
Total General Plant	0	1,979	110,705	
Total utility plant in service directly assignable	136	0	3,643,527	
Common Utility Plant Allocated to Water Department			0	40
Total utility plant in service	136	0	3,643,527	

SOURCE OF SUPPLY, PUMPING AND PURCHASED WATER STATISTICS

Expanded definitions of the three types of accounted-for water reported on this schedule are included in the schedule Help and in the Reference Manual Schedule Reference Sheet.

Month (a)	Sources of Water Supply			Total Gallons All Methods (000's) (e)	
	Purchased Water Gallons (000's) (b)	Surface Water Gallons (000's) (c)	Ground Water Gallons (000's) (d)		
January			3,401	3,401	1
February			3,102	3,102	2
March			3,423	3,423	3
April			3,905	3,905	4
May			5,776	5,776	5
June			7,293	7,293	6
July			12,238	12,238	7
August			10,121	10,121	8
September			7,233	7,233	9
October			6,168	6,168	10
November			3,860	3,860	11
December			3,687	3,687	12
Total annual pumpage	0	0	70,207	70,207	
Less: Water sold				63,289	13
Volume pumped but not sold				6,918	14
Volume sold as a percent of volume pumped				90%	15
Volume used for water production, water quality and system maintenance				1,802	16
Volume related to equipment/system malfunction					17
Non-utility volume NOT included in water sales					18
Total volume not sold but accounted for				1,802	19
Volume pumped but unaccounted for				5,116	20
Percent of water lost				7%	21
If more than 25%, indicate causes and state what action has been taken to reduce water loss:					22
Maximum gallons pumped by all methods in any one day during reporting year (000 gal.)				524	23
Date of maximum: 7/17/2002					24
Cause of maximum:					25
Summer Lawn Watering					
Minimum gallons pumped by all methods in any one day during reporting year (000 gal.)				63	26
Date of minimum: 3/4/2002					27
Total KWH used for pumping for the year				170,064	28
If water is purchased: Vendor Name:					29
Point of Delivery:					30

SOURCES OF WATER SUPPLY - GROUND WATERS

Location (a)	Identification Number (b)	Depth in feet (c)	Well Diameter in inches (d)	Yield Per Day in gallons (e)	Currently In Service? (f)	
225 SCANDIA	#1	208	6	540,000	Yes	1
HWY 57	#2	305	6	530,000	Yes	2
HILL RD	#3	262	6	540,000	Yes	3

SOURCES OF WATER SUPPLY - SURFACE WATERS

Location (a)	Intakes			
	Identification Number (b)	Distance From Shore in feet (c)	Depth Below Surface in feet (d)	Diameter in inches (e)
NONE				

1

PUMPING & POWER EQUIPMENT

1. Use a separate column for each pump.
2. Indicate purpose of pump by: P for primary (from source to reservoir, treatment or distribution system), B for booster (from reservoir or treatment to distribution system, or within distribution system), or S for standby pumping equipment.
3. Indicate destination (of water pumped) by: R for reservoir, T for treatment or D for distribution system.

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)	
Identification	WELL #1	WELL #2	WELL #3	1
Location	PUMP HOUSE	PUMP HOUSE	HILL RD	2
Purpose	P	P	P	3
Destination	D	D	D	4
Pump Manufacturer	WESTINGHOUSE	WESTINGHOUSE	PEERLESS	5
Year Installed	1973	1973	2001	6
Type	VERTICAL TURBINE	VERTICAL TURBINE	VERTICAL TURBINE	7
Actual Capacity (gpm)	500	500	460	8
Pump Motor or Standby Engine Mfr	ONAN	ONAN	ONAN	9
Year Installed	1989	1994	2001	10
Type	ELECTRIC	ELECTRIC	ELECTRIC	11
Horsepower	40	30	50	12

Particulars (a)	Unit D (b)	Unit E (c)	Unit F (d)	
Identification				14
Location				15
Purpose				16
Destination				17
Pump Manufacturer				18
Year Installed				19
Type				20
Actual Capacity (gpm)				21
Pump Motor or Standby Engine Mfr				22
Year Installed				23
Type				24
Horsepower				25

RESERVOIRS, STANDPIPES & WATER TREATMENT

1. Identify as R (reservoir), S (standpipe) & ET (elevated tank).
2. Use a separate column for each using additional copies if necessary.
3. Enter elevation difference between highest water level in S or ET, (or R only on an elevated site) and the water main where the connection to the storage begins branching into the distribution system.

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)
Identification number or name	#1	#2	1
RESERVOIRS, STANDPIPES			2
OR ELEVATED TANKS			3
Type: R (reservoir), S (standpipe) or ET (elevated tank)	S	ET	4
Year constructed	1972	1996	5
Primary material (earthen, steel, concrete, other)	STEEL	STEEL	6
Elevation difference in feet (See Headnote 3.)	48	140	7
Total capacity in gallons (actual)	100,000	150,000	8
WATER TREATMENT PLANT			9
Disinfection, type of equipment (gas, liquid, powder, other)			10
Points of application (wellhouse, central facilities, booster station, other)			11
Filters, type (gravity, pressure, other, none)			12
Rated capacity of filter plant (m.g.d.) (note: 1,200,000 gal/day = 1.2 m.g.d.)			13
Is a corrosion control chemical used (yes, no)?			14
Is water fluoridated (yes, no)?			15
			16
			17
			18
			19
			20
			21
			22
			23
			24
			25

WATER MAINS

1. Report mains separately by pipe material, function, diameter and either within or outside the municipal boundaries.
2. Identify pipe material as: L (Lead), M (Metal for all other metal excluding lead), A (Asbestos-cement), or P (Plastic for plastic and all other non-metal excluding asbestos-cement).
3. Identify function as: T (Transmission), D (Distribution) or S (Supply).
4. Explain all reported adjustments as a schedule footnote.
5. For main additions reported in column (e), as a schedule footnote:
 - a. Explain how the additions were financed.
 - b. If assessed against property owners, explain the basis of the assessments.
 - c. If the assessments are deferred, explain.

Number of Feet							
Pipe Material (a)	Main Function (b)	Diameter in Inches (c)	First of Year (d)	Added During Year (e)	Retired During Year (f)	Adjustments Increase or (Decrease) (g)	End of Year (h)
M	D	6.000	11,512	0	0	0	11,512
M	D	8.000	64,987	0	0	0	64,987
M	D	10.000	480	0	0	0	480
M	D	12.000	2,269	0	0	0	2,269
Total Within Municipality			79,248	0	0	0	79,248
Total Utility			79,248	0	0	0	79,248

WATER SERVICES

1. Explain all reported adjustments as a schedule footnote.
2. Report in column (h) the number of utility-owned services included in columns (c) through (g) which are temporarily shut off at the curb box or otherwise not in use at end of year.
3. For services added during the year in column (d), as a schedule footnote:
 - a. Explain how the additions were financed.
 - b. If assessed against property owners, explain the basis of the assessments.
 - c. If installed by a property owner or developer, explain the basis of recording the cost of the additions, the total amount and the number of services recorded under this method.
 - d. If any were financed by application of Cz-1, provide the total amount recorded and the number of services recorded under this method.
4. Report services separately by pipe material and diameter.
5. Identify pipe material as: L (Lead), M (Metal for all other metal excluding lead), A (Asbestos-cement) or P (Plastic for plastic and all other non-metal excluding asbestos-cement).

Pipe Material (a)	Diameter in Inches (b)	First of Year (c)	Added During Year (d)	Removed or Permanently Disconnected During Year (e)	Adjustments Increase or (Decrease) (f)	End of Year (g)	Utility Owned Services Not In Use at End of Year (h)	
M	0.750	243	0	0	0	243		1
M	1.000	262	0	0	0	262		2
M	1.250	17	0	0	0	17		3
M	1.500	73	0	0	0	73		4
M	2.000	52	1	0	0	53		5
M	4.000	16	0	0	0	16		6
M	6.000	6	1	0	0	7		7
M	8.000	3	0	0	0	3		8
Total Utility		672	2	0	0	674	0	

METERS

1. Include in Columns (b), (c), (d), (e) and (f) meters in stock as well as those in service.
2. Report in Column (c) all meters purchased during the year and in Column (d) all meters junked, sold or otherwise permanently retired during the year.
3. Use Column (e) to show correction to previously reported meter count because of inventory or property record corrections.
4. Totals by size in Column (f) should equal same size totals in Column (o).
5. Explain all reported adjustments as a schedule footnote.

Number of Utility-Owned Meters

Size of Meter (a)	First of Year (b)	Added During Year (c)	Retired During Year (d)	Adjustments Increase or (Decrease) (e)	End of Year (f)	Tested During Year (g)	
0.625	268	0	0	0	268	2	1
0.750	597	14	0	0	611	43	2
1.000	43	2	1	0	44	1	3
1.250	0	0	0	0	0	0	4
1.500	20	0	0	0	20	1	5
2.000	24	0	0	0	24	1	6
3.000	3	0	0	0	3	0	7
Total:	955	16	1	0	970	48	

Classification of All Meters at End of Year by Customers

Size of Meter (h)	Residential (i)	Commercial (j)	Industrial (k)	Public Authority (l)	Wholesale, Inter-Department or Utility Use (m)	In Stock and Deduct Meters (n)	Total (o)	
0.625	193	54	0	3	0	18	268	1
0.750	494	63	0	4	0	50	611	2
1.000	12	25	0	4	0	3	44	3
1.250	0	0	0	0	0	0	0	4
1.500	3	14	0	0	0	3	20	5
2.000	1	18	0	2	0	3	24	6
3.000	0	3	0	0	0	0	3	7
Total:	703	177	0	13	0	77	970	

HYDRANTS AND DISTRIBUTION SYSTEM VALVES

1. Distinguish between fire and flushing hydrants by lead size.
 - a. Fire hydrants normally have a lead size of 6 inches or greater.
 - b. Record as a flushing hydrant where the lead size is less than 6 inches or if pressure is inadequate to provide fire flow.
2. Explain all reported adjustments in the schedule footnotes.
3. Report fire hydrants as within or outside the municipal boundaries.

Hydrant Type (a)	Number In Service First of Year (b)	Added During Year (c)	Removed During Year (d)	Adjustments Increase or (Decrease) (e)	Number In Service End of Year (f)	
Fire Hydrants						
Outside of Municipality	0				0	1
Within Municipality	168				168	2
Total Fire Hydrants	168	0	0	0	168	
Flushing Hydrants						
	0				0	3
Total Flushing Hydrants	0	0	0	0	0	

NR811.08(5) recommends that a schedule shall be adopted and followed for operating each system valve and hydrant at least once each two years. Please provide the number operated during the year

Number of hydrants operated during year:	168
Number of distribution system valves end of year:	228
Number of distribution valves operated during year:	228

WATER OPERATING SECTION FOOTNOTES

Water Operation & Maintenance Expenses (Page W-05)

Accnt 640 - Supplies decreased in 2002 because the Utility had sufficient quantity on hand at the end of 2001 and did not need to purchase as much in 2002.

Accnt 686 - Employee benefits increased in 2002 due to higher insurance premiums.

Taxes (Acct. 408 - Water) (Page W-06)

The Water Utility does not charge the Sewer Utility for Property Tax Equivalent on Meters since the tax is waived by the Municipality.

Property Tax Equivalent (Water) (Page W-07)

The property tax equivalent amount is waived by the municipality thus, the lower 1994 rate was authorized by the Municipality and waived.

Water Utility Plant in Service (Page W-08)

Adjustments for Accounts (314, 321, 325, 328, 343, 379) were related to the 2001 PSC review resulting in an adjustment to the above accounts for the Well Additions in 2001.

The \$59 adjustment between accounts 346 & 348 were a miscellaneous adjustment to actual book value.

Account 373 addition was for the purchase of a new Utility Truck.

Water Services (Page W-16)

Service additions were paid by Utility Customers.

Meters (Page W-17)

The 2" residential meter is correct and has been reported correctly in prior years.
